

CA-PMMProject Name: ELECTRONIC RECORDS SYSTEMOCIO Project #: 5160-46Department: REHABILITATIONReporting Period: From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM**Project Name:** ELECTRONIC RECORDS SYSTEM**OCIO Project #:** 5160-46**Department:** REHABILITATION**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	DGS-Legal approval of contract required	Prime vendor start date delayed. Schedule impacted	Re-baseline schedule to integrate prime vendor's schedule
2. Were any key milestones or deliverables rescheduled?	Yes	DGS-Legal approval of contract required	Prime vendor start date delayed. Schedule impacted	Re-baseline schedule to integrate prime vendor's schedule
3. Was work done that was not planned?	No	All work done was planned	No impact to project. Completion of planned work served to keep schedule on track	Monitor schedule to ensure completion of planned work and need for any unplanned work
4. Were there any changes to scope?	No	Scope remains consistent	No impact to project since scope has not changed	Monitor scope and change requests
5. Were tasks added that were not originally estimated?	Yes	Physical server procurement delays per OTech	Schedule will be impacted if servers are not received timely for testing, training and production	Procure virtual servers as a mitigation strategy to begin and not delay data conversion activities, and add task to schedule of migrating data to physical servers when received
6. Were any tasks or milestones removed?	No	None were removed as all were required to keep schedule on track	No impact to project since none were removed	Reassess tasks and milestones when schedule is re-baselined to integrate prime vendor's schedule
7. Were any scheduled tasks not started?	No	Scheduled tasks have been started	No impact to project since none were not started	Monitor schedule to ensure completion of scheduled tasks

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8. Are there any new major issues?	Yes	Physical server procurement delays per OTech	Schedule will be impacted if servers are not received timely for testing, training and production	Procure virtual servers as a mitigation strategy to begin and not delay data conversion activities, and add task to schedule of migrating data to physical servers when received
9. Are there any staffing problems?	No	Staffing estimates remain unchanged	No impact since staffing estimates remain unchanged	Reassess staffing estimates when the schedule is re-baselined and if there are any new state mandates on work hours

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Schedule impacted as prime vendor's start date was delayed	Reassess dates for milestones and deliverables when schedule is re-baselined to integrate prime vendor's schedule
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	Physical server procurement delays per OTech may impact schedule	Procure virtual servers as a mitigation strategy to begin and not delay data conversion activities, and add task to schedule of migrating data to physical servers when received
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Physical server procurement delays per OTech may impact schedule	Procure virtual servers as a mitigation strategy to begin and not delay data conversion activities, and add task to schedule of migrating data to physical servers when received

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8. Are any major new issues foreseeable?	Yes	Additional furlough day, if mandated, will impact current staffing estimates required to maintain schedule	Monitor budget situation, factor in potential third furlough day in re-baselined scheduled, and assess for any potential schedule compression
9. Are any staffing problems anticipated?	Yes	Additional furlough day, if mandated, will impact current staffing estimates required to maintain schedule	Monitor budget situation, factor in potential third furlough day in re-baselined scheduled, and assess for any potential schedule compression

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Prime vendor start, kick-off, and orientation. Acceptance of all prime vendor's Deliverable Expectation Documents except for one due for acceptance in July 2009.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Prime vendor start	4/6/09	6/1/09	Done	Critical path may be affected, this will be assessed when schedule is re-baselined to integrate prime vendor's schedule. Integrated schedule is scheduled for completion by 7/10/09	6/1/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule. Integrated schedule is scheduled for completion by 7/10/09

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Milestones		x		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule. Integrated schedule is scheduled for completion by 7/10/09
Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Prime vendor start	4/6/09	6/1/09	Done	Critical path may be affected, this will be assessed when schedule is re-baselined to integrate prime vendor's schedule. Integrated schedule is scheduled for completion by 7/10/09	6/1/09

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule. Integrated scheduled is scheduled for completion by 7/10/09
Milestones		X		Reassess schedule and critical path when schedule is re-baselined to integrate prime vendor's schedule. Integrated scheduled is scheduled for completion by 7/10/09

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Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Strong buy-in - customer and end users continue to voice support of the project and provide resources as requested
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technology remains effective, meets technical and operational needs of the department, including accessibility requirements
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	Prime vendor's start date delayed, critical path may be delayed. This will be assessed when schedule is re-baselined to integrate prime vendor's schedule
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Expenditures to date have not exceeded estimated project budget for the year and for the project overall
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Scoring consistent with number of high level risks reported at this time
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	No unresolved issues reported at this time
	Late with no impact	1		
	Late impacting the critical path	2		
	Fully engaged	0	0 Green	Sponsor/PM meetings are ongoing. Sponsor actively
	Partially engaged	1		

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7. Sponsorship Commitment	Inadequate engagement	2	0	Green	Ongoing. Sponsor actively participates in steering committee and kick-off meetings
8. Strategy Alignment	Strong alignment	0	0	Green	Project is tightly aligned with the department's mission and strategic plan
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	0	Green	Project remains critical to the achievement of the department's mission and goals
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Consultants supporting the project and prime vendor are providing deliverables as required in their contracts
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow	Milestone of prime vendor's start date delayed from planned milestone date
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	Deliverables are being met as planned
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Resources as planned are available at this time
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	No overtime utilization reported
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team meets regularly and actively reviews deliverables
	Moderately Effective	1			
	Ineffective	2			
Total			2	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale